



## Trustees' annual report (including Directors' report) for the period

From: 1<sup>st</sup> September 2020

To: 31<sup>st</sup> August 2021

Charity name: Jack & Jill Playgroup

Charity registration number: 1026771

Company number:

### Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>Jack &amp; Jill Playgroup is a Pre-School that is a member of the Pre-School Learning Alliance.</p> <p>Aims:</p> <ul style="list-style-type: none"><li>• To enhance the development and education of children under statutory school age.</li><li>• To promote children's personal, social and emotional development in an environment that is safe and to enhance self-esteem and confidence.</li><li>• To encourage ease of transition into school when children reach the appropriate age.</li><li>• To provide an environment for children that is warm, safe and able to meet their ongoing learning, social and emotional development.</li><li>• To monitor children's progress through their key worker and ongoing assessment.</li><li>• For children to enjoy their time and feel secure at Jack &amp; Jill Playgroup.</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>It is the responsibility of the trustees and staff associated with Jack &amp; Jill Playgroup to:</p> <ul style="list-style-type: none"><li>a) Offer age-appropriate play, education and care facilities for the benefit of the registered children.</li><li>b) Involve parents &amp; carers in all areas of their children's learning, social or emotional needs.</li><li>c) Adhere to and abide by the Pre-School learning alliance constitution.</li><li>d) Undertake and adhere to Ofsted regulations and guidelines.</li><li>e) Ensure that activities and learning cater for all children whatever their</li></ul>

		<p>race, culture, religion, means or ability.</p> <p>f) To provide appropriate accommodation and equipment for the age and ability of the registered children.</p> <p>g) To raise necessary funds to pay for Pre-School activities and necessary ongoing costs.</p> <p>h) To ensure that staff and trustees are safe people as approved by the Disclosure and Barring Service (DBS) and approved by Ofsted.</p> <p>i) To ensure that employed staff access up-to-date training in accordance with governmental guidelines.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard to public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	
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### Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

## Financial review

Review of the charity's financial position at the end of the period.	Para 1.21	<p>The years finances are an improvement on the prior year, with the loss being smaller. The recovery from the Covid pandemic is slower than expected but still we are heading in the right direction.</p> <p>The numbers of registered children are yet to reach the level prior to the pandemic, as a result fees from parents isn't at the level we expect. Despite this, Fees &amp; government funding make up 98% of income.</p> <p>With the ongoing Covid restrictions, we were unable to hold full capacity of children. Therefore, in order to balance the books, the staff agreed to 20% less hours whilst these restrictions were in place. Once these restrictions were eased we were able to revert to the staffs standard hours.</p>
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	<p>In the trustees' view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. In line with the recommendation from the charity commission, we seek to hold 3 months operating costs as a reserve.</p> <p>The trustees review the number of reserves that are required to ensure they are adequate to fulfil the charity's continuing obligations at their quarterly finance meetings.</p>
Amount of reserves held	Para 1.22	<p>Total bank reserves reduced by 39.4% to £19,948.18 due to Covid our cushion ratio at year end has reduced to 2.5 months operating costs (at £7,755.63) per month &amp; from 3.5 months at the end of last year. This is now below the 3 months recommendation from the charity commission. However, it is understandable due to the mitigating circumstances of Covid. We expect this to recover once all restrictions are lifted.</p>
Reasons for holding zero reserves	Para 1.22	<p>Jack &amp; Jill playgroup do not hold zero reserves.</p>
Details of fund materially in deficit	Para 1.24	<p>Jack &amp; Jill playgroup does not have any funds materially in debt.</p>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>Jack &amp; Jill playgroup does not have any uncertainties.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.47	
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The charity's principal sources of funds (including any fundraising)		
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed, memorandum and articles of association etc	Para 1.25	Pre-School Learning Alliance Constitution.
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All Trustees and Committee members have been appointed by election.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

**Reference and administrative details**

Charity name	Jack & Jill Playgroup
Other name the charity uses	
Registered charity number	1026771
Charity's principal address	Belmont Sports Pavilion, Belmont Close, Hassocks, BN6 0EJ

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tony Burstow	Chairperson		
2	Janet Elphick	Secretary		
3	Derek Lawrence	Treasurer		
4	Nick Watson	Committee		
5	Fiona Colley	Committee		
6	Katie Colley	Committee		
7	Nicholas Colley	Committee		
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**Corporate trustees – names of the directors at the date the report was approved**

Director name	

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year


**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

**Additional information (optional)**

**Names and addresses of advisers (optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (optional information)**

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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

N/A
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**Other optional information**

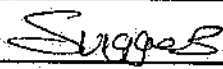
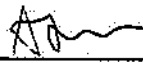
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## Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors.

Signature(s)		
Full name(s)	Samantha Viggers	Adam Johnson
Position (for example Secretary, Chair, etc)	Chairperson	Treasurer
Date	2 <sup>nd</sup> October 2024	







Section A

Independent Examiner's Report

Report to the trustees

Jack + Jill Playgroup

On accounts for the year  
ended

31<sup>st</sup> August 2021

Charity no  
(if any)

1026771

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2021.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

13-11-24

Name:

Sharlotte Blythe

Relevant professional  
qualification(s) or body  
(if any):

MAAT (Association of Accounting Technicians)

Address:

(if any):

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**Address:**

<b>Price Green &amp; Co Accountants</b>
Lynnem House, 1 Victoria Way
Burgess Hill, West Sussex RH15 9NF
Tel: 01444 257047 - Fax 01444 254303

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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